

# Summer 2016 – F/W 2016-17

## EAU CLAIRE PARKS AND RECREATION DEPARTMENT

### \*Payroll Procedures for Part-Time and Temporary Employees\*

It is the responsibility of each employee to submit his or her completed timesheet. These are due immediately following your last day of work during that pay period. Late timesheets will be processed for the following payroll. A W-4 for the current year, an I-9 and an application must be on file with the Human Resources Office before an employee is placed on the payroll.

The timesheet must contain the following information:

|                                  |   |
|----------------------------------|---|
| Employee # .....                 | You will be issued an employee #. <b>You must put this on your timesheet!</b>   |
| Department/Division .....        | <b>PR-Recreation</b> for all recreation positions. Use rate per event for any bi-weekly or per game rates; rate per hour for any hourly wages. If you have worked more than one position or program, use one line for each in the appropriate spaces. |
| Program # .....                  | Four digit number listed below.   |
| Total # of Events or Hours ..... | Dates must be filled in above hours/events actually worked. Must be in whole or quarter of an hour increments and total must be recorded.   |
| Signature & Date .....           | Be sure to sign your timesheet.   |

### PAYROLL PERIODS –May 2, 2016 through May 4, 2017

| Beginning Date | Ending Date<br>(Time Card Due) | Paid-Thursdays<br>After 3:00pm |
|----------------|--------------------------------|--------------------------------|
| May 2          | May 15                         | May 19                         |
| May 16         | May 29                         | June 2                         |
| May 30         | June 12                        | June 16                        |
| June 13        | June 26                        | June 30                        |
| June 27        | July 10                        | July 14                        |
| July 11        | July 24                        | July 28                        |
| July 25        | August 7                       | August 11                      |
| August 8       | August 21                      | August 25                      |
| August 22      | September 4                    | September 8                    |
| September 5    | September 18                   | September 22                   |
| September 19   | October 2                      | October 6                      |
| October 3      | October 16                     | October 20                     |
| October 17     | October 30                     | November 3                     |

| Beginning Date | Ending Date<br>(Time Card Due) | Paid-Thursdays<br>After 3:00pm |
|----------------|--------------------------------|--------------------------------|
| October 31     | November 13                    | November 17                    |
| November 14    | November 27                    | December 1                     |
| November 28    | December 11                    | December 15                    |
| December 12    | December 25                    | December 29                    |
| December 26    | January 8                      | January 12                     |
| January 9      | January 22                     | January 26                     |
| January 23     | February 5                     | February 9                     |
| February 6     | February 19                    | February 23                    |
| February 20    | March 5                        | March 9                        |
| March 6        | March 19                       | March 23                       |
| March 20       | April 2                        | April 6                        |
| April 3        | April 16                       | April 20                       |
| April 17       | April 30                       | May 4                          |

**Remember: Checks not picked up by 12:00 PM on Friday following the payday will be mailed to the address on the check. Office hours to pick up checks is Mon-Fri 8:00 AM-5:00 PM.**

#### Program Codes:

|                               |                                |   |                  |
|-------------------------------|--------------------------------|---|------------------|
| 1510 - Administration         | 1613 – Carson Concessions      | 1614 - Recreation Instruction                           | 1615 - Athletics |
| 1616 - Indoor Pool Operations | 1617 - Neighborhood Centers    | 1619 – Special Community Programs (includes Par-te-Rec) |                  |
| 2330 - Hobbs Ice Center       | 2340 - Outdoor Pool Operations |   |                  |